

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 1 – October 31, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 11/03/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
October 2011**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on October 6.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on October 17.

The Records Center Performance Measurements Reports were submitted to the TOAM on October 12.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,191 documents and edited 2,596 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received .6 lft. of new documents, and processed 13 new sites.

Circulation Department staff shelf-read approximately 268 lft. of site files during the month. Staff shifted approximately 12 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 1 site file, and shifted 9 lft. of files to make room for returned documents.

On Oct 17 staff and the TOAM met with EPA Region 10 staff via teleconference to discuss indexing procedures for very large electronic documents. As a result of the meeting procedures will be established for processing these documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

37.9 lft. of documents were picked up from EPA regional offices. 3 Transfer of Records forms were processed.

15.4 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated October 24th.

FRC Storage Report, updated October 24th.

On-Site Storage Report, updated October 24th.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,500 documents (54,475 pages) during October and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 13 SCAP accomplishment documents during October.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Seven Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09JW	B.F. GOODRICH (2 pkgs)
01	0936	DEL AMO FACILITY
02	0936	DEL AMO FACILITY
00	09SP	MCCLELLAN AIR FORCE BASE
05	098V	SAN GABRIEL VALLEY (AREAS 1-4)
02	091C	TUCSON SOURCES

Staff retrieved 13 cost packages/financial documents for EPA staff during October.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 8.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	09	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09PS	00	AMBITECH, INC
09DJ	00	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE

SSID	OU	SITE NAME
09KU	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09MM	00	BLUE LEDGE MINE
09QV	00	BODIE STATE HISTORICAL PARK
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES*
0900	N/A	CHUUK WASTE DISPOSAL
09HW	00	CIMA ROAD MINE WASTE SITE
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0900	00	CNMI CUC POWER PLANT 1 & 2
09LB	00	CNMI PESTICIDE SITE
0935	01	COALINGA ASBESTOS MINE
0945	01	COAST WOOD PRESERVING
0900	N/A	COLORADO RIVER DIESEL SPILL
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING
09H5	01	CTS PRINTEX, INC.
09WP	00	CUC POWER PLANT 4 PCB SITE
09JT	00	CYPRUS TOHONO MINE
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0900	00	DUCK VALLEY CHEMICAL CLEANUP
09P8	00	EDWARDS AIR FORCE BASE
09P8	06	EDWARDS AIR FORCE BASE
09KG	00	ELECTRO TREATMENT INC
0900	N/A	FEMA SO CALIFORNIA WILDFIRES SUPPORT
0900	N/A	FEMA TSUNAMI DISASTER - HHW CLEANUP
09JR	00	FIESTIVES MANUFACTURING SITE
09QU	00	FIR AVENUE MERCURY SPILL SITE
09Q6	00	FORT ORD
09SD	00	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09MW	00	FUTURE TECHNOLOGY
09MV	00	GDOA MANGILAO PESTICIDE FACILITY
09Q7	00	GEORGE AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
09RK	00	GOLDOME
Z900	N/A	GREKA UNASSIGNED
09KY	00	GUAM EPA'S LABORATORY CHEMICALS
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
0909	03	HUGHES/TUCSON AIRPORT
0900	N/A	HUNTINGTON BEACH CHANNEL INCIDENT
0940	01	IBM CORP
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	01	INDIAN BEND WASH NORTH

SSID	OU	SITE NAME
0920	02	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09GK	03	INDIAN BEND WASH SOUTH
09GL	03	INDIAN BEND WASH SOUTH
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
09JK	00	IVA SITE (INTAGLIO VIRI COLOR ALLANCE, LTD.)
0974	02	J.H. BAXTER & CO
09WR	00	JERVIS B. WEBB CO.
09NS	00	KEYES BOGART TANKER RELEASE
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09KW	00	KNOX STREET MERCURY SPILL
09LF	00	LAULI'I WAREHOUSE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE*
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
0975	00	LAWRENCE LIVERMORE LAB (USDOE)
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
09NK	00	LIVERMORE MERCURY
09LD	00	LOS ANGELES FIREWORKS
09LW	00	LOTTA STUFF
09PN	00	LOVELOCK MERCURY RESPONSE
09KF	00	MARIANA ISLANDS LABORATORY CHEMICALS
09TA	00	MARIANO LAKE AUM SITE
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
091E	00	MCCORMICK & BAXTER CREOSOTING CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09TG	00	MILL CREEK CYLINDERS
09MJ	00	MITCHELL AVENUE DRUG LAB
09TR	00	MOAPA PESTICIDES EMERGENCY RESPONSE
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
09WT	00	MOJAVE RIVER PYROTECHNICS SITE
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP

SSID	OU	SITE NAME
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
09K7	00	NEW IDRIA MERCURY MINE
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09JH	00	NORCO DRUG
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09NC	00	NORTHERN MARIANAS COLLEGE
09TJ	00	NUWAY DRY CLEANERS
09LG	00	OAK RIDGE HIGH ASBESTOS
09SV	00	OAKLAND AVIATION SCHOOL MERCURY RELEASE
099A	00	OAKLAND NAVAL REGIONAL MEDICAL CTR
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09LL	00	PACIFIC WASTE DISPOSAL SERVICES
09LP	00	PAGO PAGO SOLVENT AND CLEANER
099K	01	PEMACO MAYWOOD
09MH	00	PERRIS DRUM
09WZ	00	PETALUMA PRECEDENT
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	N/A	PIERCY POT OIL SPILL
0921	00	PURITY OIL SALES INC.
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	N/A	REGISTERED GUEST ROAD OIL SPILL
0998	01	RHONE-POULENC, INC./ZOECON CORP
09LC	00	RINCONADA MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
09QE	00	ROMOLAND MERCURY ER
0900	N/A	RYAN CREEK ROAD OIL SPILL
09ML	00	SAIPAN PESTICIDES 2004
09RT	00	SAIPAN SEWER WASTE SITE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KQ	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09LH	00	SAYLOR WAY MERCURY SPILL
09WS	00	SEAM MASTER INDUSTRIES
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO
09NJ	00	SHAHARALD MINE
0900	00	SINCLAIR AMERITONE
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	N/A	SO CA WILDFIRES 2007 (FEMA-1731-DR)
0942	00	SOUTH BAY ASBESTOS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	01	STRINGFELLOW
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09ND	00	TANAPAG FUEL FARM
09M1	02	TARP
09M1	04	TARP
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09SS	00	TUBA CITY NAVAJO RADIOACTIVE STRUCTURES SITE
09L9	02	TUCSON AFP 44
091C	02	TUCSON SOURCES
091C	04	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
096Y	02	TUCSON WEST CAP
0900	N/A	TYPHOON PONGSONA
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09RE	00	US COLLOIDAL TECHNOLOGIES INC
095X	00	VALETERIA DRY CLEANERS
09K5	00	VALLEY WOOD PRESERVING INC.
09RH	00	WAIANAE PERC AND PCBS SITE
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09TK	00	WEST AVENUE MERCURY
09GF	01	WEST PLUME B - TUCSON
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	00	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 29 requests for documents, performed 869 database searches in SDMS-C, and provided 3,664 documents for EPA staff and other requesters.

Sixteen indexes were generated in electronic format at the request of EPA staff.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on October 4.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 19 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,357 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 53 pages from SDMS-C.

At the request of RPM Sara Jacobs, 34 documents from the Northeast Churchrock Mine Site file were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 18 requests for documents on CD-ROMs. 249,350 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
09NM	00	ATLAS IRON & METAL CO.
09W3	00	BLUE WATER URANIUM MINE
09MP	00	BLUEWATER URANIUM MINE (REMOVAL)
09H5	01	CTS PRINTEX, INC.
0936	01	DEL AMO FACILITY
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA UNASSIGNED
09X6	00	HALACO ENGINEERING CO
0900	00	HUGHES AIRCRAFT CO. - 7000 VILLAGE DR
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
09WR	01	JERVIS B. WEBB CO.
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09N6	00	MARCH AIR FORCE BASE
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09K7	01	NEW IDRIA MERCURY MINE
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	00	PACIFIC COAST PIPELINES
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09WS	00	SEAM MASTER INDUSTRIES
09SY	00	SKYLINE AUM WASTE PILE SITE
0901	01	STRINGFELLOW
0900	00	TELEFLEX CONTROL SYSTEMS
0900	00	THORLEY DOUG HEADERS
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	01	TUCSON SOURCES
096Y	01	TUCSON WEST CAP

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in October:

CTS Printex, Inc. AR Update 2, sent October 12
Pacific Coast Pipeline AR, Update 4, sent October 17
Del Amo Soil and NAPL OU AR, Update 1, sent October 19
Skyline AUM Ceiling Increase #2 Removal AR, sent October 27

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during October for the following sites:

OU	SSID	Site Name
02	0919	PHOENIX-GOODYEAR AIRPORT AREA
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 6 collections

Electronic files attached to E-mails: 33 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09WB	00	AGANA SPRINGS PCB SITE
09H5	01	CTS PRINTEX, INC.

SSID	OU	SITE NAME
09WP	00	CUC POWER PLANT 4 PCB SITE
0936	01	DEL AMO FACILITY
09XD	00	FORT MOHAVE ABANDONED DRUMS
09XH	00	GLOBE ASBESTOS MILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
09J6	00	PACIFIC COAST PIPELINES
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
09SY	00	SKYLINE AUM WASTE PILE SITE
09SU	00	WEST OAKLAND LEAD REMOVAL

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on October 26.

The PM held a Managers/Supervisors meeting on October 17 .

The PM held a Scanning Department meeting on October 13.

The PM held a Cost Recovery Department meeting on October 13.

The RMS IV/Circulation Department Supervisor held a departmental meeting on October 19.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on October 19.

The PM purchased supplies and/or equipment during October as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on October 5 a RMS V gave EPA RLO John Ellis a tour of the Records Center & explained the services provided.

At the request of the TOAM, on October 20 a RMS V gave ORC staff Noah Smith and Alexa Engelman a tour of the Records Center, explained the services provided, and trained them on the use of *Express Link*. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

At the request of the TOAM, on October 31 a RMS V gave Civil Investigator Abhik Dutta a tour of the Records Center, explained the services provided, and trained them on the use of *Express Link*. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On October 11, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri and Bob Zucker to resolve issues with Record Center printers' SNMP settings. We had to enable the admin password and change the setting in order for the setting to take effect. The problem was successfully resolved and the printer passed the Nessus report October 20.

An RMS IV/IS III coordinated with Benoy Puthuparampil on the upgrade to Ascent Capture 9.0 on the Scanning Dept scanners and the JMADIS05 release station October 17. The upgrade is an ongoing issue and we will continue to work on it until it is complete.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No meetings or teleconferences attended in October.

Future Activities

Contractors are no longer allowed to attend the national, monthly Superfund Records Managers/SDMS-C Workgroup teleconference meetings.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

The September 9 upgrade of SEMS/SDMS/JCIA introduced a bug that causes data loss to records. This has forced our staff to re-enter metadata and has greatly impeded our efficiency. Problem was reported to RTP on September 26 (SURS # R9-00168). A fix has been identified and will be applied November 18.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 17 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,430	22.9 lft.	480.1 lft.

Inventories

Records Surveyed	Year to Date
52.9 lft.	414.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	451.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
16	0	0	0	6	0	0	7	29

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (885 documents, 1.54 linear feet). A total of 113.2 hours were expended on this effort during the month.

SSID 093Y, OU 01, LAVA CAP MINE

One Librarian IV/Records Librarian performed indexing (153 documents, .5 linear feet) and one RMS II/Scanning Specialist performed scanning (1,723 pages) for work request #111003-1334 submitted by B. Davila. A total of 82.3 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

One RMS II/Scanning Specialist performed scanning (1,624 pages). Additionally, an IS II/Records Aide prepared the documents for shipment and retirement to the FRC. A total of 110.7 hours were expended on this effort during the month.